

Sole Source Certification Request

Project Title: VisitDays			Stimulus (ARRA) Funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Customer Contact Information				
Agency/Institution: Address:		Contact Person: David Sliman Phone: 601.266.4190 Fax: 601.266.4104 Email Address: David.Sliman@usm.edu		
SAAS Codes (only required from state agencies) Provider Code: Agency Code:		Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Summary				
Narrative Description of Project: Six months ago, the Office of Admissions began a review process of our current campus tour process. During the process, we surveyed students and families regarding many elements of the campus tour, including the scheduling portion of the tour process. Many families indicated frustration with our current process including the length of the form, difficulty with confirmation emails, and additional attempts to contact families regarding campus visits. As a result of this feedback, and the general consensus in our office that the scheduling process was also unnecessarily complicated for our staff, we sought to identify scheduling software that would streamline and automate the campus visit scheduling process. We identified VisitDays as the best option for a number of reasons.				
ITS Acquisition Approval (CP-1) should be effective through this date: (Please allow time for all vendor invoices to be paid)				
Cost Estimates		Time Constraints		
<i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	Item Needed by:	
FY17	\$12,150		Funds Expire:	
FY18		\$12,150		
FY19		\$12,150		
Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds): As the contract summarizes, the yearly price for a three-year contract is \$12, 150.00 per year. For two years we would pay \$13,500.00 per year. For one year, we would pay 15,000.00 for the full year. We would like to pursue a three year contract with VisitDays because of the overall savings and the utility of their services. We would also likely opt to renew the contract at the end of the initial three year term. This is the definite cost of the services provided by VisitDays. There should be not additional implementation costs, matching, or non-state funds.				
Anticipated Lifecycle of Products/System (i.e. estimate years effective use): Three years with the intent to renew the contract at the end of the three year team.				
Acquisition Details				
Items Requested:				
Name	Quantity	Description	Building Location(s)	
VisitDays Enrollment Generator	1	VisitDays will provide the Enrollment Generator service with unlimited FTEs (Administrators, Faculty and Current Students) licenses for the undergraduate admissions program.		
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification: Regarding the use of or connection to the State's infrastructure, I believe that the cross-over would be minimal. VisitDays is an external site that would be linked to our webpage so all scheduling would take place outside of the current university webpage. We do not require payment of any kind currently for the campus tour and related events. We would likely require some access through the VPN network, but again, as it is a third-party site, we do not know if that would actually be required.				
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other): Sole source letter from vendor and business justification from end user has been received.				
Sole Source Certification Note: Certification must be renewed for revisions to previous Sole Source Approvals.				
Specific business requirements to be met by the requested products or services: These services will be crucial in the coming months for the Office of Admissions, as we seek to meet new business objectives in the Office of Admissions. We hope to increase our overall visit numbers and the quality of the visit for all prospective students. It will allow fully online scheduling and an automatic and integrated communication plan for all of our campus visitors. The process will be mostly automate, freeing up time current staff to complete more pressing projects in the Office of Admissions.				
Other products/vendors research or evaluated: Time Trade, Appointments Plus, EZ Appointments				

Unique features (i.e. special functionality) of the requested product(s) or vendor:

- An analytics module that allows us to track every visitor that schedules with the Office of Admissions beginning the moment they schedule, through their visit, and any cancellations and/ or rescheduling processes. Through this module, we can run reports and data for campus tour show rates and assess feedback regarding visits through the campus visit survey.
- Full integration with the new Admissions' CRM Hobson's Radius. VisitDays provides us with the option to create automated text messages, emails, videos, and webinars that can be integrated into the communication plan for prospective students via Hobson's Radius. It also provides the ability to directly import campus visit data into Hobson's Radius in an effort to use that data to recruit prospective students most effectively.
- A scheduling module that allows us the freedom to change our daily visit offerings at any time without the need to submit changes through USM's iTech Department and to personalize the information related to each visit including background information on the admissions counselor, tour guide, and department each student will meet with during their campus visit.
- High School visit technology that will allow admissions counselors to collect information directly from prospective students during private visits to high schools, college fairs, and other recruiting events hosted by the Office of Admissions. This information is collected through a text code that the student may use to complete an inquiry form and then directly submit to the Office of Admissions. We can then import this information to Hobson's Radius using the integration processes offered by VisitDays.

Vendor's Certification of Sole Source attached: ☒ Yes ☐ No

Vendor's proposal attached: ☒ Yes ☐ No

SAAS Vendor Code(s) Vendor must be in SAAS before a CP-1 can be issued.

Place Order To

Remit To

Vendor Name:

Vendor Name:

Vendor Address:

Vendor Address:

By my signature, I certify that, to the best of my professional knowledge: (1) the requested product or services perform a significant function or provide a service for which no other product or source of services exists; (2) my agency/institution has a business need for these unique functions of services; and (3) there are no other parties who could provide the product or services. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/institution is responsible for these charges/costs.

David J. Sloman / CTO
Name (Agency Head or Institution CIO)/ Title

[Signature] 8/15/16
Signature Date